

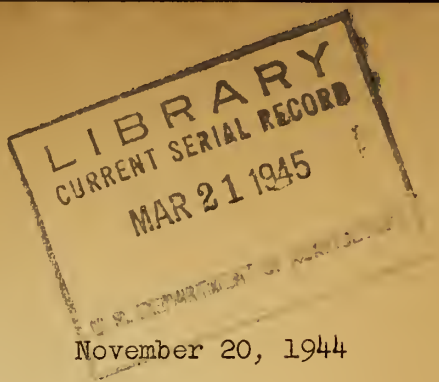
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ADMINISTRATIVE SERVICES REGIONAL PROCEDURE NO. 3  
Supplement 1

TO: Chiefs, Regional Administrative Services Divisions

FROM: F. J. Hughes, Chief, Administrative Services Division

SUBJECT: Contracting and Purchasing Authority

SECTION I - SIGNING OF PURCHASE ORDERS

- A. Authority to approve and sign purchase orders may, by written memorandum, be redelegated by the Chief of the respective Regional Administrative Services Divisions to the Chief of the Procurement Section, with the following exceptions:
1. Orders covering open market purchases in excess of \$100.00 each.
  2. Orders covering purchases from regular Government contracts, which are in excess of \$500.00 each.
  3. Orders for which the Chief of the Regional Administrative Services Division does not have authority to approve.
- B. In effect, the redelegation of authority would be to the Assistant Chief of the Division, who also serves as Chief of the Procurement Section. However, the authority should be delegated to him in his capacity as, and the orders signed over the title of, Chief, Procurement Section, Regional Administrative Services Division

This instruction applies to purchase orders only.

*F. J. Hughes*

